

TWN COMMITTEES 2022

February 26, 2022

Note: Board President, Artistic Director & Executive Director are ex-officio on all committees.

EXECUTIVE AND COMPENSATION (Standing)

Ellie Gottwald, VP

Susan Lucier, President & Chair

Chris Mortenson, Treasurer

Helene Patterson, Clerk

Maria Roach, VP

Terry Schubach, N&G

Judy Seinfeld

David Southwell, VP

Will Steele, VP

Summary of duties:

- Shall have and may exercise all of the powers and authority of the Board during intervals between Board meetings.
- Conducts annual evaluations and establishes the compensation of the Executive Director and the Producing Artistic Director.

NOMINATING AND GOVERNANCE (Standing)

Terry Schubach, Chair

Jane Forman

Summary of duties:

- Identify, evaluate and present candidates for election and re-election to the Board and Council. Includes Emeritus Directors
- Lead in succession planning
- Inform new board members of fiduciary duty and expectations of directors
- Works with president, Executive Director and Producing Artistic Director to identify committees and committee chairs.

FINANCE AND AUDIT (Standing)

Chris Mortenson, Chair

Amber Cantella

Les Silverman

Summary of duties:

Responsible for oversight of all financial matters and functions, including but not limited to budgeting, reporting and investments.

Budget (Subcommittee of Finance)

Chris Mortenson, Chair

Amber Cantella

Investment (Subcommittee of Finance)

Chris Mortenson, Chair

Les Silverman

DEVELOPMENT (Standing)

Kay Bernon

Beth English

Linda Mason

Helene Patterson

Maria Roach

Lisa Soeder

Will Steele

Summary of duties:

- review, recommend, and support strategies and goals for, and oversee the progress of, all of TWN's fundraising initiatives, including annual appeals, major and planned gifts, capital and endowment campaigns, and events
- support and assist the staff in their efforts to engage donors and prospective donors in the work of the company and to cultivate, solicit, and steward such donors
- oversee and support the efforts of TWN to solicit donations

Events (Subcommittee of Development)

William Steele, co-chair

Maria Roche, co-chair

Kay Bernon

Jean doyen de Montaignou

Summary of duties:

- To support and assist the staff in all aspects of planning and executing events.

FACILITIES (Standing)

Helene Patterson, Chair

Victoria Girvan

Ellie Gottwald

Lisa Soeder

Summary of duties:

- To oversee and ensure that TWN's properties at 12 Pine Grove and 19A Essex remain well equipped and maintained. The committee will work closely with the Executive Director, meeting at least twice a year to discuss requirements for managing the properties, identify new needs, and make any changes that might be necessary. The committee will also review budget allocations for operations, maintenance, and any capital improvements to ensure that adequate funds are budgeted.

Areas include:

- General System Maintenance
- Custodial
- Landscape
- Facility Expansion
- Safety/Risk Management
- Equipment and Systems
- Comprehensive Insurance Policy
- Specific reporting obligations and other requirements we have under the mortgage loan agreement with Rockland Trust

Ad Hoc Committees

Ad hoc committees are formed for a limited period of time to address a specific need. When the work of the ad hoc committee is completed, the committee is dissolved. An ad hoc committee may exist for less than a year or for a year or more, depending on the extent of the work assigned.

Welcoming

As requested by the President, Executive Director or Artistic Director.

- Support and assist the staff in welcoming visiting artists to the island, which may include, welcome cocktail parties, “goody bags” filled with treats and essentials for a meaningful stay.
- Assist in the planning of opening night parties.

Marketing and PR

As requested by the President, Executive Director or Artistic Director.

- Support and assist the staff in marketing strategies and tools, develop and hone innovative ideas, and provide feedback on marketing activities.